

Willy J. Muzavas,  
RAS Office,  
P. O Box 320,  
SHINYANGA

11 October, 2005

The Chairperson,  
Ndala Orphans Day Care and Widows Centre (NODWIC),  
P. O Box 117  
SHINYANGA.

**RE: OFFER OF FREE SERVICE TO YOUR ORGANIZATION**

The above caption refers.

I am pleased to introduce myself to your organization, that I am currently undergoing MSc. Program in Community Economic Development from Southern New Hampshire University. That collaborates with Open University of Tanzania.


I am prepared to offer free service to you CBO in the following areas:-

- Project design and proposal.
- Facilitation in preparing strategic planning.
- Training needs analysis, development of training manual and facilitation of training and,
- Monitoring and evaluation.

I am based in Shinyanga and employed by Shinyanga Regional Administrative Secretary as an adviser in natural resources – Wildlife in the Economic Development Cluster.

Looking forward for your positive response.

Yours Sincerely,

  
Muzavas W. J.  
CED Student

**NDALA ORPHAN DAY CARE AND WIDOWS CENTRE (NODWIC)**

**P.O.Box 117  
SHINYANGA**

**16/10/2005**

Willy J. Muzavas  
RAS Office  
P.O. Box 320  
**SHINYANGA**

Dear Sir,

**RE: OFFER OF FREE SERVICE TO OUR ORGANISATION:**

The above subject refers.

Please refer your letter dated 11/10/2005 with above heading. The NODWIC Executive committee which sat on 15/10/2005 approved your request. You are required to offer those services as per Organization requirements.

You are warmly welcome and we promise to give you a maximum cooperation during your stay. For more clarification please contact NODWIC chairperson.

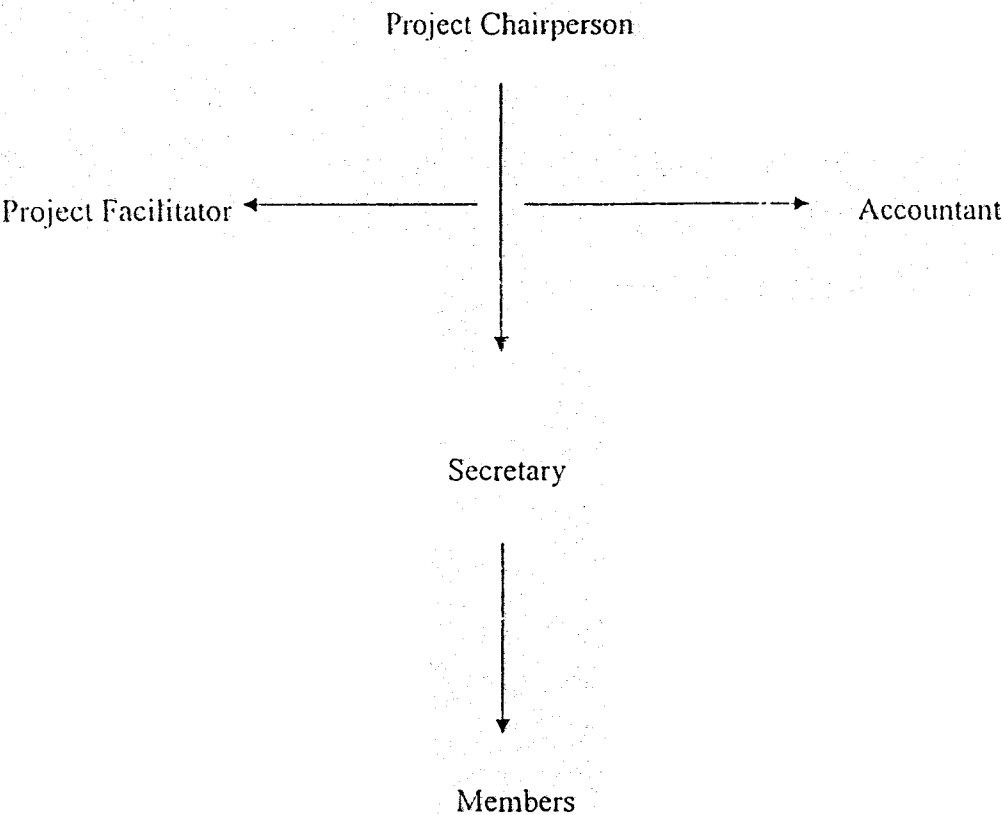
Yours truly,

*Slivia Luhende*  
Slivia Luhende

**CHAIRPERSON- NODWIC**

RECEIVED  
16/10/2005  
SHINYANGA

**ORGANIZATIONAL CHART**  
**NDALA ORPHANS DAY CARE AND WIDOWS CENTER**  
**(NODWIC)**



# STAFF JOB DESCRIPTION – NODWIC

1. Silvia Luhende	-	Chairperson
2. Thomas Rutta	-	Assistant Chairperson
3. Mwaga Mwambuli	-	Secretary
4. John Mgoya	-	Assistant Secretary
5. Emeliciano Leo	-	Treasurer
6. Emili Nyanda	-	Assistant Treasurer
7. Leonard Temu	-	Member
8. Terecia Mrema	-	Member
9. Boke Nyamate	-	Member
10. Magdalena Faustine	-	Member

## APPENDIX: 5

### PROJECT BUDGET

BUDGET LINE ITEM	UNIT COST	# UNIT	AMOUNT
<b>1. DIRECT COSTS</b>			
Office Stationeries	Variable	39,000/=	39,000/=
Communication/Telephone	Variable	60,000/=	60,000/=
Printing	10,000/=	8 reports	80,000/=
Refreshment	3,000/=	100 People	300,000/=
Extra duty allowance	10,000/=x5 People	15 days	600,000/=
<b>SUB TOTAL</b>			<b>1,079,000/=</b>
<b>2. CONSULTANTS</b>			
Consultant	50,000/=	10 days	500,000/=
<b>SUB TOTAL</b>			<b>500,000/=</b>
<b>3. TRAVEL AND TRANSPOTATION</b>			
Car hire	40,000/=	5 trips	
Petrol	1,300/=	90 Lts	200,000/=
			117,000/=
<b>SUB TOTAL</b>			<b>317,000/=</b>
<b>4. EQUIPMENT</b>			
Tailoring Machine	80,000/=	2 Machine	1,920,000/=
Carpentry tools	350,000/=	6 Sets	2,100,000/=
Working gears	20,000/=	30	600,000/=
<b>SUB TOTAL</b>			<b>4,620,000/=</b>
<b>5. TRAINING</b>			
Course Fee	90,000/=	30 Students	1,800,000/=
<b>SUB TOTAL</b>			<b>1,800,000/=</b>
<b>TOTAL COSTS</b>			<b>8,316,000/=</b>

## PROJECT TITLE:

**VOCATIONAL SKILLS ENHANCEMENT  
TO ORPHANS LEAVING PRIMARY  
SCHOOLS.**

By: Mnzavas W.J.  
January, 2007

## Presentation Outline:

- Introduction
- Problem: Identification
- Project Goal
- Project Objective
- Research Questions
- Methodology
- Findings / Results
- Project Implementation

## Presentation outline cont...

- Monitoring & Evaluation
- Sustainability
- Conclusion & Recommendations

## Introduction:

- This project is a community based geared to improve livelihood of post primary school orphans through vocational skills enhancement.
- This problem is serious in Ndala Ward, Tanzania as a whole and in most developing countries South of Sahara as HIV/AIDS pandemic,

## Introduction cont...

- Other disasters leave many vulnerable children loitering in most rural and urban areas without engaging in productive activities.
- Project is being funded by TAHEA and RAFIKI SDO to train 30 orphans and support them with working tools.
- The budget of the project is estimated to cost 8.3 million Shillings

## Host Organization:

- Ndala orphans Daycare and Widow Centre is a CBO hosting the project. It was established in the year 1999 and registered in 2005.
- The CBO operates in Ndala ward which has five streets (Mitaa) of Shinyanga Municipal District.

### **Host Organization cont...**

- The CBO is formed by 10 members 6 women and 4 men.
- It deals with improving the social welfare of marginalized HIV/AIDS orphans and widow.

### **Problem Identification:**

**Community need assessment was made and problems identified were:**

- Lack of kindergarten school building
- Lack of skills education to post primary orphans
- Lack of income generating activities to AIDS widows

### **Problem Identification Cont...**

The score for the suggested problems were as follows:

- Skills education 56%
- Kindergarten school building 34%
- Widows income generating activities 10%
- The higher ranking problem was selected.

### **Problem Identification Cont...**

- Various research literature from empirical, theoretical and policy review were conducted.
- According to Nicholas(2005) there are more than 34 million orphans in the world and 11million of them are orphaned by AIDS.

### **Problem Identification cont...**

- Among the identified problems of orphans are lack of food, medical care, clothing, deviant behavior and lack of skills and knowledge that could enable them be employed or self-employed.
- These problems have led this group to device behaviors such as drug abuse, pick pocketing, sexual abused leading to prone HIV/AIDS.

### **Problem Statement:**

Primary school leaver orphans who have no support to continue with studies face difficulties in community.

### **Project Goal:**

- To improve orphans livelihood through vocational skills development.
- Overall objective: To train 30 post primary orphans on vocational skills to enable them diversify livelihood and become self-reliant.

### **Specific Objective:**

- To enhance 24 orphans to acquire skills and knowledge on tailoring by November 2007.
- To enhance 6 orphans to acquire skill and knowledge on carpentry by November 2007.

### **Research Objective:**

- To assess factors hindering the welfare of post primary school orphans.

### **Research Questions:**

- Do the project area posses post primary school orphans?
- Are the problems facing orphans a result of AIDS pandemic?
- Was the community involved in solving the problems facing orphans in the project area?
- Is the vocational training a tool for improving standards of post primary school orphans?

### **Methodology:**

- Tool for research used: questionnaires, interviews, focus group discussion and observation.
- Data collected was analyzed using SPSS and excel soft ware.
- The study took a representation sample (i.e.39.2%of total orphans;39,2%of guardians and 2.2%of community elders).

### **Findings:**

- There are 51 orphans aged 13-17 years completed std VII in Ndala ward and failed to secure secondary education and even make a living.
- Among the identified problems are lack of food, medical care, clothing, deviant behavior and lack of skills knowledge that could enable them be employed or self employed.
- Causes of death to orphans parents are diseases accompanied by HIV/AIDS signs and symptoms.



### **Findings cont...**

- Activity of Orphans: 70% domestic work, 20% casual labor, 10% petty trade.
- Assistance offered by community: 100% of orphans denied no assistance was offered, 25% didn't assist orphans.
- Education to be offered: Vocational skills where elders score 64% and guardians 60%, secondary education elders 32% and guardians 30%, and capital for business elders 4% guardians 10%.

### **Findings cont...**

- Skills education to be trained: Orphans to be selected to be trained on tailoring 45%, carpentry 25%, driving 15%, vehicle mechanics 10% and welding 5%.

### **Implementation:**

- The CBO solicited funds from RAFIKI SDO and TAHEA to meet the project cost from 1<sup>st</sup> March to 30<sup>th</sup> June 2006.
- RAFIKI SDO is training 20 orphans (14 girls in tailoring and 6 boys in carpentry) at Shinyanga FDC.
- TAHEA is training 10 orphans girls in tailoring at their office premises in Shinyanga Municipal.
- The training is being conducted from 16<sup>th</sup> September 2006 to November 2007.

### **Implementation Cont...**

- Training modules include: Carpentry, tailoring and entrepreneurship skills.
- After training equipment (tailoring machines, carpentry tools and working gears) will be handed over to the respective students on 17 November 2007.
- The Ndala community will provide the graduated students with premises by attaching them to those experienced carpentry and tailoring mart so that they can be able to solicit market.

### **Monitoring:**

- Monitoring is a continuous process in implementation of the project.
- Participatory monitoring is being observed to track the progress of the project.
- Members of the CBO, selected community
- Members, RAFIKI SDO, TAHEA, Training Institute and orphans caretaker are sole responsible in monitoring.
- Monitoring is being done through follow up visit and getting reports from training institutes.

### **Evaluation:**

- Evaluation will be done twice; 8-13/04/2007 and 2-8/12/2007.
- Evaluation will be done by community representatives, Local Authorities, TAHEA, NODWIC, RAFIKI SDO and CED student.
- Indicators: % of orphans complete training, pass examination, use of equipment, establishment of revolving fund.

### **Sustainability:**

- Trained students will pass over the knowledge and skills to their fellow orphans through on job training.
- Arrangement have been made by NODWIC, Ndala ward community & Local Authority to ensure that each graduate invite two or more orphans to join his/her workshop or tailoring mart after a period of one year.
- Revolving fund to be established whereby 6-10% of sales will be banked.

### **Conclusion:**

- The overall objective of the study was to train 30 orphans on skills education and all of them are in centre being trained.
- Great expectation of successful implementing the remaining part of the project is expected.
- This is because the project coordinator (CED student) will continue to make follow up until the project achieves its objectives.

### **Recommendations:**

- If success is attained in this project replicate it to other areas.
- Establish income generating activities to poor orphans guardians.

### **Recommendations cont...**

- Develop and implement national policies and strategies to build and strengthen governmental, community and family capacities to provide a supportive environment for orphans (girls and boys) affected and infected by HIV/AIDS.

### **Recommendation cont...**

- More study is encouraged to be made on vocational skills enhancement to orphans leaving Primary Schools in other areas.

### **THE END**

- THANK YOU FOR LISTENING

**QUESTIONNAIRE FOR ORPHANS**

Street ..... Ndala Ward

Q 1.0 Gender:

Male ☐

Female ☐

Q 2.0 Age: 1. 05-10 years ☐

2. 11-15 years ☐

3. 16-20 years ☐

Q 3.0 Relationship with the guardian .....

Q 4.0 What type of activities are you doing? .....

Q 5.0 What problems do you face in your area?

- .....
- .....
- .....

Q 6.0 What assistance does community or NGO offer to you?

- .....
- .....
- .....

Q 7.0 What assistance would you need in order to improve your standard of living? .....

Q 8.0 Are you ready to help other orphans after getting skills?.....  
.....

**QUESTIONNAIRE FOR GUARDIANS**

Street ..... Ndala Ward

Q 1.0 **Gender:**

Male

☐

Female

☐

Q 2.0 What is your main occupation? .....

Q 3.0 How many orphans do you care? .....

Q 4.0 What is the main cause of death of orphan's parents?

.....

.....

Q 5.0 What problems face orphans?

- .....
- .....
- .....
- .....

Q 6.0 Does community support orphan ? If yes what support do they provide?

- .....
- .....
- .....
- .....

Q 7.0 What do you suggest to be the type of assistance to be given to Orphans who completed standard Seven?

- .....
- .....
- .....

# **QUESTIONNAIRE FOR ELDERS**

Street ..... Ndala Ward

Q 1.0 **Gender:**

Male ☐

Female ☐

Q 2.0 What is your main occupation?

.....

Q 3.0 Are there orphans in your area? .....

Q 4.0 What is the main cause of death of orphans parents?

.....

.....

Q 5.0 What problems face orphans?

- .....
- .....
- .....
- .....

Q 6.0 What type of support do you offer to orphans?

- .....
- .....
- .....
- .....

Q 7.0 What do you suggest to be the type of assistance to be given to orphans who completed standard Seven?

- .....
- .....
- .....

EVALUATION QUESTIONNAIRE

Street.....Place of Work.....

Q. 1.0      Gender

Male:     

Female:    

Q. 2.0      What is your main Occupation?.....

Question 3-6 to be filled by training Centres (I DC and TAHEA

Q. 3.0      (a)    How many orphans joined the tailoring course?.....

              (b)    How many completed the tailoring course?.....

              (c)    How many passed the examination?.....

              (d)    How many failed the examination?.....

Q.4.0      (a)    How many orphans joined the carpentry course?.....

              (b)    How many completed the course?.....

              (c)    How many passed the course?.....

Q.5.0    Comments on orphans student performance during training?.....

.....

Q.6.0      Was the fees paid on time?.....

Questions 7 - 12 to be filled by NODWIC, Community members, Ward Executive Secretary

Q. 7.0      How many orphans were sent to vocational skills training?

Female         Male

Q 8.0 How many completed the course?

Female

Male

Q 9.0 (a) How many trained orphans were offered tailoring machine?.....

(b) How many trained orphans were offered tailoring gears?.....

Q 10.0 (a) How many trained orphans were offered carpentry tools?.....

(b) How many trained orphans are attached to tailoring gears?.....

Q 11.0 How many trained orphans are attached to tailoring marts?.....

Q.12 How many trained orphans are attached to workshops?.....

Question 13 - 17 to be filled by trained Orphans?.....

Q 13.0 When did you complete your training?.....

Q 14.0 What type of course did you attend?.....

Q 15.0 (a) What type of equipment offered to you after completing the course?  
.....

(b) What type of working gear did you get?.....

Q 16.0 Did the community members attach you to experienced workshop or tailoring  
mart?.....

Q 17.0 What are your other expectation after getting experience in this field?  
.....

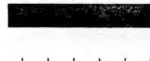
## PROJECT IMPLEMENTATION GANTT CHART

APPENDIX 11

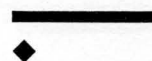
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1		Solicit Funds	90 days	Wed 3/1/06	Tue 7/4/06		NODWIC																							
2		Consult Training Centres	3 days	Wed 5/31/06	Sat 6/3/06		NODWIC																							
3		Consult Training Centres	4 days	Mon 7/10/06	Thu 7/13/06		NODWIC																							
4		Pay Fees	61 days	Fri 9/1/06	Thu 11/23/06		RAFIKI SDO /TAHEA																							
5		Send Orphans to FDC Training Centre	1 day	Sat 9/16/06	Sat 9/16/06		NODWIC																							
6		Send Orphans to TAHEA Training Centre	1 day	Mon 10/23/06	Mon 10/23/06		NODWIC																							
7		Training of Orphan FDC	412 days	Thu 4/6/06	Wed 10/31/07		RAFIKI SDO /TAHEA																							
8		Training of Orphan TAHEA	405 days	Mon 4/17/06	Wed 10/31/07		RAFIKI SDO /TAHEA																							
9		Formative Evaluation	6 days	Sun 4/8/07	Fri 4/13/07		NODWIC																							
10		Evaluation Report Writing	4 days	Mon 4/16/07	Thu 4/19/07	9	NODWIC																							
11		Quotation Analysis	6 days	Tue 9/11/07	Tue 9/18/07		NODWIC																							
12		Pay for Equipments	4 days	Tue 10/2/07	Fri 10/5/07		RAFIKI SDO /TAHEA																							
13		Collect Equipment	6 days	Fri 10/12/07	Fri 10/19/07		NODWIC																							
14		Distribure Equipment	1 day	Mon 11/19/07	Mon 11/19/07		NODWIC																							
15		Procurement Report Writing	2 days	Mon 11/19/07	Tue 11/20/07		NODWIC																							
16		Summative Evaluation	7 days	Mon 12/3/07	Tue 12/11/07		NODWIC																							
17		Evaluation Report Writing	5 days	Mon 12/10/07	Fri 12/14/07		NODWIC																							

Project: PROJECTSHY  
Date: Thu 3/8/07

Task  
Split

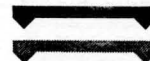


Progress  
Milestone



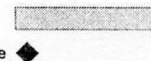
Summary

Project Summary



External Tasks

External Milestone



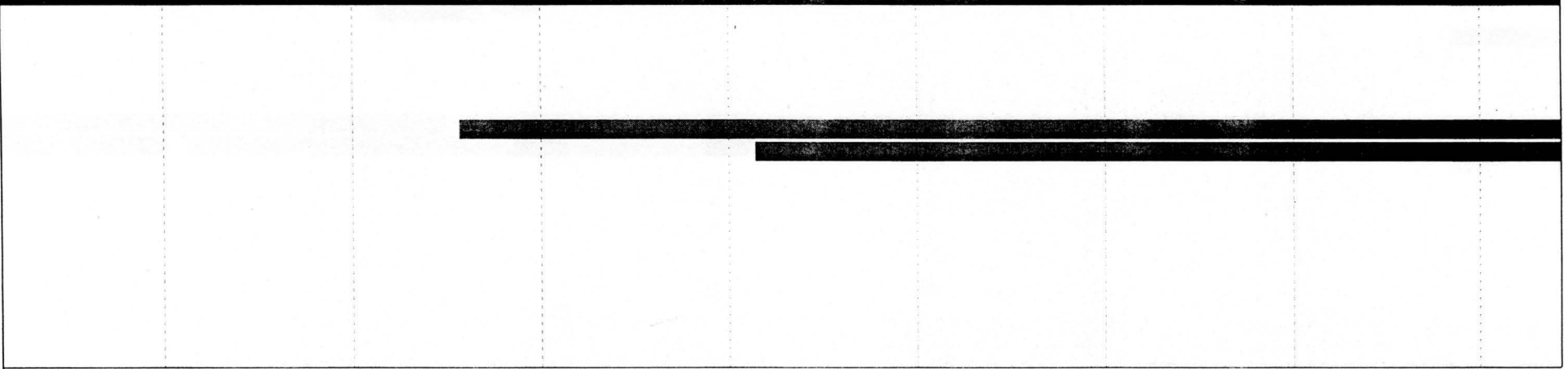
Deadline





PROJECT IMPLEMENTATION GANTT CHART      APPENDIX 11

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Project: PROJECTSHY Date: Thu 3/8/07	Task		Progress		Summary		External Tasks		Deadline	
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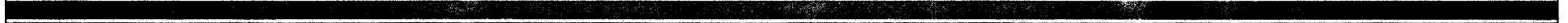
## APPENDIX 11

Page 3

# PROJECT IMPLEMENTATION GANTT CHART APPENDIX 11

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NODWIC



Project PROJECTSHY  
Date: Thu 3/8/07

Task  
Split



Progress  
Milestone



Summary



Project Summary



External Tasks



External Milestone



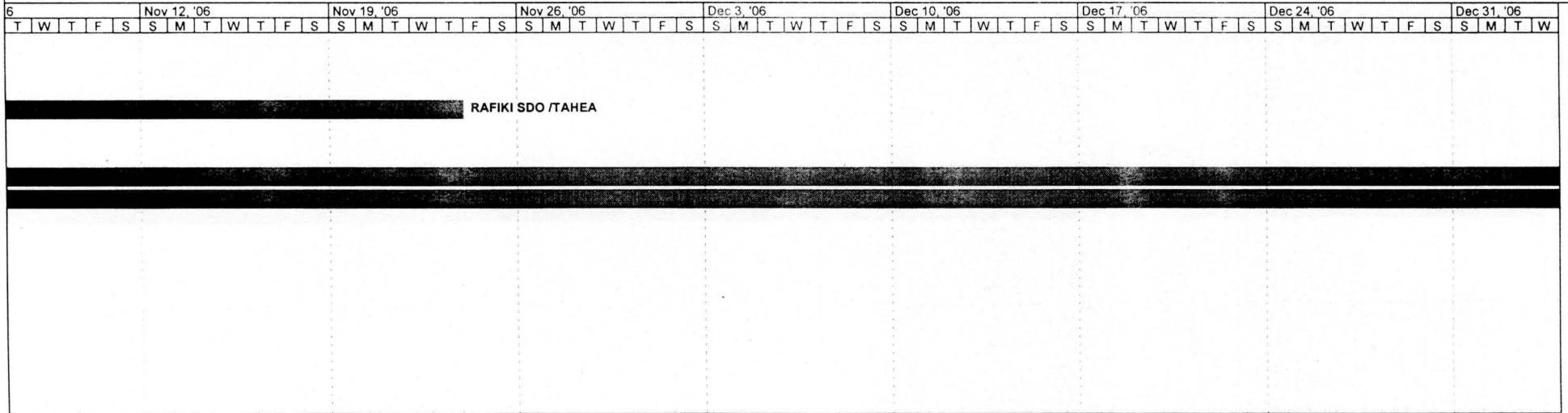
Deadline



## APPENDIX 11

# PROJECT IMPLEMENTATION GANTT CHART

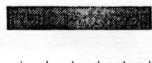
## APPENDIX 11



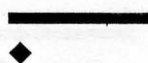
RAFIKI SDO /TAHEA

Project: PROJECTSHY  
Date: Thu 3/8/07

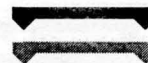
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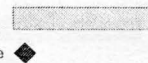
Progress  
Milestone



Summary  
Project Summary



External Tasks  
External Milestone



Deadline



## APPENDIX 11

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## APPENDIX 11

11.

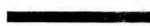
## APPENDIX 11

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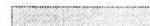
### Progress



## Summary



### External Tasks



Deadline



Split

### Milestone



## Project Summary



External Milestone 





# PROJECT IMPLEMENTATION GANTT CHART APPENDIX 11

Jul 1, '07							Jul 8, '07							Jul 15, '07							Jul 22, '07							Jul 29, '07							Aug 5, '07							Aug 12, '07							Aug 19, '07						
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Project PROJECTSHY  
Date: Thu 3/8/07

Task  
Split



Progress  
Milestone



Summary



Project Summary



External Tasks



External Milestone

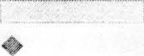
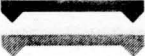
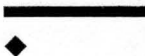
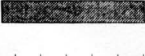
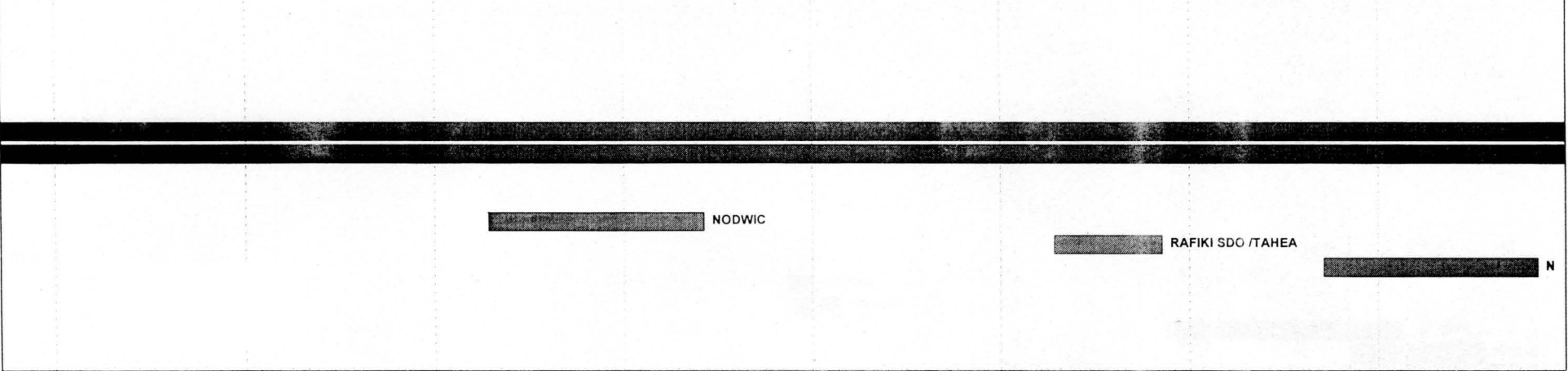


Deadline



PROJECT IMPLEMENTATION GANTT CHART      APPENDIX 11

Aug 26, '07							Sep 2, '07							Sep 9, '07							Sep 16, '07							Sep 23, '07							Sep 30, '07							Oct 7, '07							Oct 14, '07						
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## APPENDIX 11

Project: PROJECTSHY  
Date: Thu 3/8/07

Progress	Milestone
100%	100%

External Tasks

External Milestone

4